



**TOWN OF WILTON
PLANNING BOARD MEETING
APPROVED MINUTES**

DATE: September 7, 2016
TIME: 7:30 PM
PLACE: Wilton Town Hall Courtroom

PRESENT: Wilton Planning Board Members: Chairperson Jeff Kandt, Vice- Chairperson Sara Spittel, Neil Faiman, Alec MacMartin, Tracey Ewing, Alternate Bart Hunter, NRPC Representative Jen Czysz, NRPC Representative Stephen Meno, Clerk Elizabeth Morison. Attendees: Town Administrator Scott Butcher, Dawn Tuomala Monadnock Survey, Inc.

Public Hearing

Mr. Jeff Kandt called the meeting to order at 7:30 PM.

Review 8/3/16 Minutes:

Spelling Correction of Mr. MacMartin's name was noted. A typo was noted.

A Motion was made by Ms. Spittel and seconded by Mr. MacMartin to accept to approve Minutes from 8/3/16 as amended.

Voting: 4 ayes, Motion carried. Ms. Ewing and Mr. Hunter not yet present.

Review 8/17/16 Minutes:

Mr. Faiman recommended to continue to review the 8/17/16 Minutes to the next Planning Board meeting of 9/21/16 due to the fact that not all Board Members who had attended the last Planning Board Meeting were present.

A Motion was made by Mr. Faiman and seconded by Mr. MacMartin to review minutes at next Planning Board Meeting on 9/21/16

Voting: 4 ayes, Motion carried. Ms. Ewing and Mr. Hunter not yet present.

Approved

Mylars:

Mr. Kandt stated that Application PB-SD04-0716-Egan has been conditionally approved.

PB-SD04-0716- Egan

An application by Hellyn Egan of 240 Gibbons Highway (Lot M-98) to subdivide two half acre lots from the 5.9 acre parcel along Robbins Road.

Ms. Tuomala is representing Ms. Egan.

Ms. Tuomala noted the bounds have been walked

Discussion of Impact fees were made:

- Originally insufficient fees were submitted with the application. On the application form page 3, item 12, B Subdivision application fee, item 5 should have read 3 lots x \$200/lot = \$600. \$200 was entered on the total line.
- Application was corrected and fees were paid.
- \$200.00 Escrow amount. \$180.00 fee charged. Applicant is due \$20.00.

The Mylars were signed and checks were placed with Mylars. A digital CD was given to NRPC Representative Jen Czysz. Mylars to be delivered to the Hillsborough County Registry of Deeds. Copy of receipt to be given to Ms. Tuomala.

Mr. Kandt stated that Application PB-SD03-0716-Budro has been conditionally approved.

Ms. Spittel and Mr. Hunter recused themselves and moved to the audience.

PB-SD03-0716 - Budro

An application by Claire Budro to subdivide the existing 22 acre parcel on Davisville Road (C-45) into 2 lots: 1 eight acre lot and 1 fourteen acre lot for single family residences.

Ms. Tuomala is representing Ms. Budro.

Ms. Tuomala stated that Mr. Williams walked the Bounds.

Impact Fees:

Approved

- 1 • \$200.00 Escrow amount. \$180.00 fee charged. Applicant is due \$20.00.

2 Mr. Kandt asked if there were any objections. There were no objections made.

3 The Mylars were signed and checks were placed with Mylars. A digital CD was given to
4 NRPC Representative Jen Czysz. Mylars to be delivered to the Hillsborough County
5 Registry of Deeds. Copy of receipt to be given to Ms. Tuomala.

6
7 Ms. Spittel and Mr. Hunter moved back to the Planning Board table.

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9

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11 **DMV Form for Northeast Truck Services, 340 Gibbons Highway, lot F26:**

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13 Discussion of form commenced. Noted letter is for lot F26, not F26-1.

14

15 Mr. Kandt filled form out and signed. Copy of form to be placed in folder and original to
16 be mailed to the State of New Hampshire, Department of Safety.

17

18

19

20 **Town of Wilton Master Plan – Natural Resources Chapter:**

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22 *A MOTION was made by Ms. Ewing and SECONDED by Ms. Spittel to accept and*
23 *approve Natural Resources Chapter, Draft 7 – 7/19/16.*

24

25 *Voting: 6 ayes, Motion carried unanimously.*

26

27

28 **Town of Wilton Master Plan – Community Facilities:**

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30 *A MOTION was made by Ms. Spittel and SECONDED by Ms. Ewing to accept and*
31 *approve the Town of Wilton Master Plan - Community Facilities.*

32

33 *Voting: 6 ayes, Motion carried unanimously.*

34

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37 **Town of Wilton Planning Board Rules of Procedure:**

38

39 Board reviewed Document. The following changes are to be made:

40

- 41 • Formatting:
42 ○ Font to be Times New Roman, 12 pt.
43 ○ Page Break after section 3
44 ○ Page numbers to be added

Approved

- 1 ○ Only one space between Section 6, letters C and D.
- 2 ○ Re-numbering of sections due to section 5 missing.

3

- 4 • Spelling Corrections:
- 5 ○ Section 7: Amendments.

6

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8 A copy of the Right to Know Document was handed out.

9

10 Discussion of Communication and management of Distribution of communications
11 commenced.

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13 It was determined that in Section 6, Communications Between Meetings, letter D,
14 Planning Board Clerk shall replace wording of Town Clerk. Also noted, electronic
15 communication shall have quotation marks surrounding the wording.

16

17 Mr. Faiman reviewed and discussed Section 6, Communications Between Meetings,
18 letter G.

19

20 Mr. MacMartin reviewed RSA 91-A: 2

21

22 Mr. Faiman noted that in Section 6, Communications Between Meetings, letter F, Ex-
23 Parte Communications should be further defined.

24

25 Ms. Spittel suggested the October 5, 2016 meeting to further discuss and perhaps make a
26 decision.

27

28 Ms. Czysz stated that she would work with the PB Secretary to make revisions. Ms.
29 Czysz also stated that she would draft notice with the appropriate changes and place
30 notice in the Milford Cabinet by 9/17/16 so that it may be published in the 9/22/16
31 Publication.

32

33

34 **Nomination:**

35

36 *A MOTION was made by Ms. Ewing and SECONDED by Mr. MacMartin to appoint Mr.*
37 *Bart Hunter as an Alternate Representative for the Town of Wilton Planning Board.*

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39 *Voting: 6 ayes, motion carried unanimously.*

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42 **Planning Board Membership:**

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44 Ms. Spittel stated that she had spoken with Mr. Jeff Stone to be a possible Alternate
45 Representative for the Wilton Town Planning Board.

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1 Ms. Czysz noted that Mr. Stone can not be accepted due to the fact that there can not be
2 two board members of the Conservation Committee on the Planning Board. Ms. Czysz
3 pointed out that Mr. Hunter is now a member of the Planning Board and the Conservation
4 Committee.

5
6 Mr. Faiman stated that he would be happy to talk with Mr. Stone regarding the Zoning
7 Board.

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9
10 **CIP Committee Membership:**

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12 Ms. Ewing recommended tabling discussion of CIP Committee Membership until after
13 next CIP meeting that is scheduled for September 25, 2016 Meeting.

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15 CIP Committee Membership to be discussed at next meeting.

16
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18 **Other Business:**

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20 Reviewed upcoming Agenda:

- 21
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 - Neel Case
 - Benoit Case – Attic Finds
 - Haithcock Case
 - Eversource

26
27 NRPC Announcement:

- 28
29
 - Mr. Meno announced an upcoming Seminar on Local Land Use Planning for
30 Pipeline Safety. Seminar to be held on September 12, 2016 from Noon to 1:30.
31 Lunch will be served

32
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34 **Homework:**

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36 Ms. Ewing recommended reviewing the following:

- 37
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 - Application Process
 - Process of pre-application
 - Calculation of Fees
 - Review RSA 676-4: III – Subdivision and Plats

42
43 Ms. Czyz noted the following for Application Procedures:

- 44
45
 - Town Clerk Notifies NRPC of application
 - NRPC reviews application with Applicant

46
Approved

- 1 • NRPC discusses fee calculation
- 2 • NRPC notifies PB Secretary
- 3
- 4

5 *A MOTION was made by Mr. MacMartin and SECONDED by Mr. Faiman to adjourn*
6 *the meeting.*

7 *Voting: 6 ayes. Motion carried.*

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9 Mr. Kandt declared the meeting adjourned at 10:10 PM.

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11 Respectfully Submitted,
12 Elizabeth Morison
13 Secretary
14
15

Approved